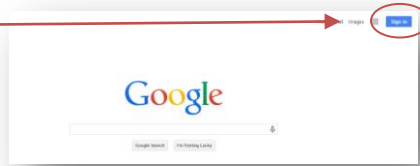


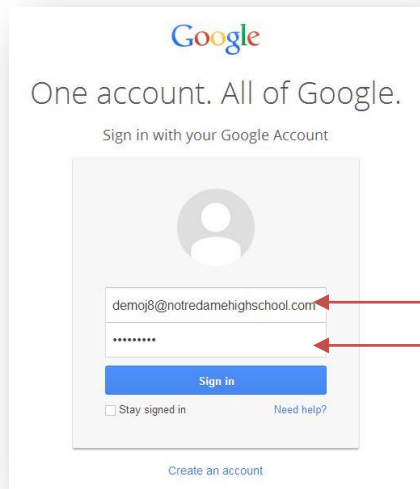
# How to log in to Google Apps for Education

## Notre Dame High School

- 1) Go to [www.google.com](http://www.google.com)
- 2) Click on **Sign In**



- 3) Fill in the **Email** and **Password**



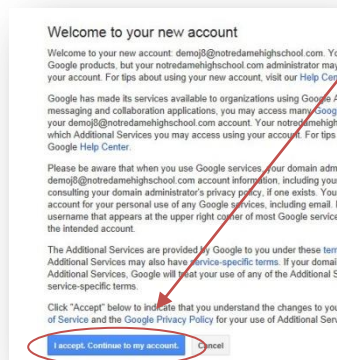
### Email:

[lastnameinitial@notredamehighschool.com](mailto:lastnameinitial@notredamehighschool.com)

**Password:** (You will be given a default password that you will change after your first log-in.)

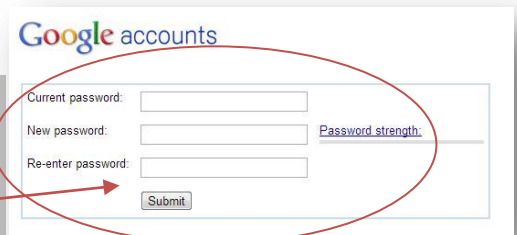
Default password is  
"changeme50"

- 4) Read through the Google Apps agreement and select that you "Agree to Terms" at the bottom.



- 5) Change your existing **password** to a new one (Will only do once).

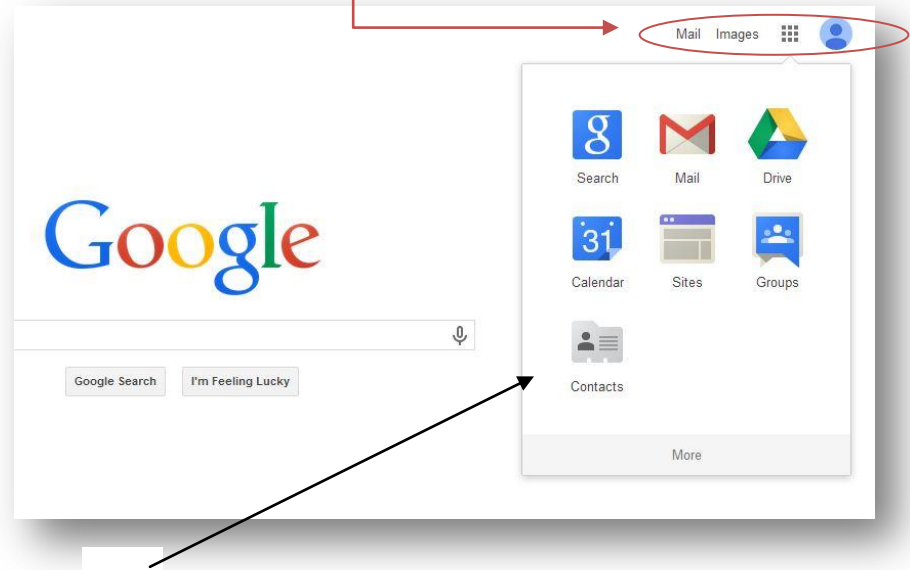
**Note:** New passwords must be at least 8 characters long, and contain a mix of numbers, letters, or symbols. Remember your password!




# How to log in to Google Apps for Education

## Notre Dame High School cont'd

- 6) You will return to the original Google search page your profile or account name should appear in the upper right-hand corner.



- 7) Clicking on the “checkerboard”  allows access to all of Google Apps including Gmail, Google Drive, and Calendar.

**Gmail** – Is our emailing system here at Notre Dame. All students have a school email and are encouraged to use it for school matters. Students can email other students and faculty.

**Google Drive** – Is an online storage app for all members of the Notre Dame Community. Students can access their drive anywhere with internet access. Files of all types can be stored and organized within Google Drive. Documents, Presentations, and Spreadsheets can be created, edited, and shared for collaborative work within Google Drive.

**Google Calendar** – Is our online calendar for all students and faculty at Notre Dame High School. It can be used to set up reminders, or share important dates.

\*\*If your student has a smart phone Gmail and Calendar can be added to it for ease of access.

\*\*Any questions feel free to contact

William Giancoli, Technology Director

[giancoliw@notredamehighschool.com](mailto:giancoliw@notredamehighschool.com)